



**The City of Santa Clara
California**



EMPLOYMENT OPPORTUNITY

POLICE RECORDS SPECIALIST II #10-06-643-C

Open/Promotional
(Continuous Recruitment)

MONTHLY SALARY RANGE: \$4,942 - \$6,020 (Longevity Pay up to \$6,300)

QUALIFICATIONS: Applicants, at time of filing application, must possess the following qualifications:

- Age: Minimum - 18 years
- Graduation from high school or its equivalent; and
- Two years of clerical and typing experience

Possible Substitutions:

- College education with special emphasis in police administration or related fields may be substituted for the required work experience on a year-for-year basis

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

LICENSES AND OTHER REQUIREMENTS:

- A typing certificate, dated no earlier than 6 months prior to application filing, showing the required typing speed of 50 net words per minute, is required at time of application. Refer to the "Typing Certification Information" sheet for requirements
- Possession of an appropriate, valid California driver's license is required at time of appointment
- Successful completion of a P.O.S.T. certified Police Records Clerk Course or ability to obtain within one year of hire
- Incumbents are expected to become proficient in the use of self-defense, Basic First Aid, Cardiopulmonary Resuscitation (CPR) and chemical agents through training
- Incumbents will be required to satisfactorily complete and pass biennial telecommunications training/testing as mandated by the California Department of Justice and the Federal Bureau of Investigation (National Crime Information Center) and any local or county automated systems training programs
- All candidates will be required to pass a City background investigation, which will include fingerprinting and may include polygraph and/or psychological testing
- A medical examination will be required prior to appointment
- Must be able to perform all of the essential functions of the job assignment
- Incumbents of this class are assigned to work day, swing and graveyard shifts, including weekends and holidays. Incumbents are also required to work overtime hours as assigned.

FILING AND EXAMINATION DATES:

Applications are accepted on a continuous basis as established by the Civil Service Commission. Examination dates are established when vacancies occur and/or as soon as a sufficient number of qualified applications are received. Examinations will be given only in Santa Clara, CA. Formal completed applications must be sent to the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050. Fax # is (408) 247-5627.

APPLICATIONS:

An "on-line" Employment Application can be downloaded from the following website address:

http://www.santaclaraca.gov/human_resources/hr_employ_opportunities.html or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

Revised December 26, 2007
DATE OF ANNOUNCEMENT

10-06-643-C
RECRUITMENT NUMBER

AN EQUAL OPPORTUNITY EMPLOYER

POLICE RECORDS SPECIALIST II #10-06-643-C (continued)

EXAMINATION WEIGHT: Qualifying - Written Examination (given only in Santa Clara)
100% - Oral Examination
Qualifying - Performance Examination (submit typing certificate with application)

All candidates must pass each phase of the examination to qualify for the Eligible List. Permanent City employees who pass the exam process will have five (5) preference points added to their final score. A department interview will be required prior to appointment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Office methods and machines including, but not limited to, personal computers; business English; spelling; and arithmetic.

Ability to:

Communicate clearly and effectively in English in person, over the telephone, and over the two-way police radio, enunciating clearly and distinctly; communicate clearly and effectively in writing by using correct English grammar, spelling, and punctuation; perform clerical work including filing, both rapidly and accurately; handle multiple priorities, organize workload, and meet strict deadlines; work in a team-based environment and achieve common goals; establish and maintain tactful, courteous, and effective working relationships with those contacted in the course of work, including the general public; understand and carry out written and oral instructions; control prisoners; learn standard police broadcasting codes and procedures and the operation of radio receiving and transmitting equipment; and type 50 words a minute from clear copy.

TYPICAL DUTIES:

Under general supervision: performs complex specialized recordkeeping and tasks related to police functions by using automated and manual systems; completes and types/transcribes a variety of material such as written or dictated reports, arrest reports and/or fingerprint cards, and correspondence from recorded information, rough drafts, marginal notes, or verbal instructions; checks, indexes, updates, routes, and files reports, correspondence, records, and citations; answers inquiries and complaints from the public at the counter and by telephone, providing and obtaining information in accordance with prescribed policies and regulations, and obtains pertinent information regarding complaints in accordance with prescribed policies and regulations; operates two-way police radio, computer terminals, and other standard office equipment such as telephone, typewriter, dictation machine, copy machine, and calculator; using radio, computer terminal, and other appropriate equipment, provides officers in the field with information on individuals and vehicles and sends, receives, and updates information on the status of warrants; accepts bail, keeps records; takes police reports over the telephone and at the front counter; may interact with distressed prisoners and young children; may be required to perform pat or strip searches on persons of the same gender in custody, assist in the booking process or accompany officer in the transportation of prisoners to county jail or juveniles to a detention facility or home; testifies in court as required; uses interpersonal skills in dealing with irate persons and emergency situations; may be required to perform the duties of a Police Records Specialist I; and performs other related duties as assigned.

BENEFITS:

The City participates in the California Public Employees' Retirement System (2.7% @ 55) integrated with Social Security. Benefit information available on <http://www.santaclaraca.gov/pdf/benefitunits/BenefitInfo10.pdf>

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
1500 WARBURTON AVENUE
SANTA CLARA, CA 95050